

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, January 10, 1967

The January 10, 1967 meeting of the Housing Commission was called to order by President Oliver at 1:40 P.M.

ROLL CALL

Present: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Absent: None.

Communications

1. Letter from P. C. O'Leary, Comptroller for Housing and Urban Development, Washington, approving Leasing Funds.
2. Memo from Relocation Officer regarding tenants.
3. Letter from Civil Rights Commission relative to program.

Report of Director

1. The Conference in Washington, February 12 to 15, the possibility of some of the Commissioners attending and the costs involved were discussed.

A motion was made by Commissioner Blackall, supported by Commissioner Patterson, that any Commissioner desiring to attend the Conference be authorized to do so. A report is to be made of Commissioners attending at the next meeting.

Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

The President declared the motion carried.

2. Report of a meeting with Architect.
3. Architects' plans for Project 58-5 shown and changes discussed. Chicago approval awaited. Discussion of the feasibility of electric heating.
4. One appraisal completed on Project 58-7. Other due in about a week. A question

was raised regarding rezoning and planning problems.

5. Redevelopment Director says more land is needed for Parking Ramp in Urban Renewal site than previously reported. Director to pursue exact boundaries of site.
6. Report of contact by other developers. Local developer interested in "Turnkey" on Conventional site. Discussion held. Another developer is interested in building individual scattered units. Commission expressed interest.
7. Report on Capitol Development Area—City Attorney is meeting with State Attorney General's Office to iron out legalities.

Leased Housing Report

49 units actually under lease. 6 more in process. Fire Marshal's directives have been completed and the units can be rented.

Code enforcement directives and repairs have to be finished before lease is signed.

Report of President

Report given on the Cross-Communications meeting held January 4, 1967.

New Business

The following Resolution was introduced and read:

RESOLUTION NO. 52

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached Leases between the City of Lansing, acting by and through the Lansing Housing Commission and

Mr. Enrique Lopez for the property located at 5001 Palmer and

Mr. and Mrs. Robert F. Fox for the property located at 1318 Roosevelt are hereby approved and accepted both as to form

and substance and the President or Vice President and Director of the Lansing Housing Commission are hereby authorized and directed to execute said Leases on behalf of the Lansing Housing Commission.

It was moved by Commissioner Owen, supported by Commissioner Patterson that Resolution No. 52 be adopted and upon roll call the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

President Oliver declared the motion carried and the Resolution adopted.

Discussion followed on the time spent on calls for repairs, etc.

The following Resolution was introduced and read:

RESOLUTION NO. 53

RESOLUTION AUTHORIZING EXECUTION OF PRELIMINARY LOAN CONTRACT

WHEREAS, the City of Lansing, Michigan, acting by and through the Lansing Housing Commission (herein called the "Local Authority") proposes to enter into a contract (herein called the "Preliminary Loan Contract") with the United States of America (herein called the "Government"),

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION, AS FOLLOWS:

Section 1

The Preliminary Loan Contract in substantially the form of contract hereto attached and marked "Exhibit A" is hereby approved and accepted both as to form and substance and the President or Vice-President of the Lansing Housing Commission is hereby authorized and directed to execute said Contract in quadruplicate on behalf of the Local Authority, and the City Clerk is hereby requested to impress and attest the official seal of the Local Authority on each

such counterparts, or any of them to the Government together with such other documents evidencing the approval and authorizing the execution thereof as may be required by the Government.

Section 2

The President or Vice-President or the Director-Secretary of the Lansing Housing Commission is hereby authorized to file with the Government from time to time as monies are required, requisitions together with the necessary supporting documents requesting advances to be made on account of the loan provided in the Preliminary Loan Contract. Cash proceeds from the sale of all Preliminary Notes shall be deposited and disbursed only in accordance with the provisions of the Preliminary Loan Contract.

Section 3

This Resolution shall take effect immediately.

"Preliminary Note" on File

A motion was made by Commissioner Clapp, supported by Commissioner Owen, that Resolution No. 53 be adopted. Question by Commissioner Blackall.

Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioner Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

President declared the motion carried and the Resolution adopted.

Commissioner Patterson reported the name and address of a private owner with apartments to lease.

Meeting adjourned at 3:05 P.M.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, January 24, 1967

The January 24, 1967 meeting of the Housing Commission was called to order by President Oliver at 1:35 p.m.

ROLL CALL

Present: Commissioners Blackall, Clapp, Oliver, Patterson—4.

Absent: Commissioner Owen—1.

COMMUNICATIONS

1. Letter from Community Services Council extending invitation to participate in Brotherhood Program February 23, 1967.
2. Letter from Civil Rights Commission transmitting Guidelines.
3. Letter from Architectural Firm offering services.

DIRECTOR'S REPORT

1. Progress report on Project 58-5. Changes in site plan shown and discussed. Report from Director on trip to Chicago to discuss plans with Architect and Housing Assistance Administration Officials. Discussion of possible rezoning dates.
2. Project 58-7 discussed. Second appraisal and cost estimate due to be completed. Nothing further can be done until both appraisals and cost estimate have been completed and sent for approval.
3. Developer shown sites for scattered concrete homes. Pictures shown of type of house. Cost may be prohibitive with less than 10 homes per site.
4. Report of January 16th meeting with School Officials.
5. Meeting with Commissioner Clapp concerning specifications. Several corrections and changes suggested. Commissioner Clapp expressed concern about delay in obtaining transformers for underground utilities.

REPORT OF COMMITTEES

Personnel—Request for position of Director for Development to be established is in the Council Personnel Committee's hands for approval.

Sites—Review given on status of sites being investigated for Conventional Program. Concern expressed about the delay involved in finding sites for Conventional Program.

Mr. Folkers was invited into the meeting to discuss the High Rise Site in the Urban Renewal area with the Commission.

A Preliminary Site Map was shown and discussed. The Parking Ramp is to include space for a Supermarket and Gas Station. There was a discussion of size of site and how much would be left for the Elderly Building. It was felt by the Commission that the part remaining might be too small for the Architect to design the type of building he desires.

A suggestion was made and agreed upon, that the Parking Ramp Architect and our Architect should get together to discuss site, plans, designs and drawings to come up with some alternatives.

Mr. Wanger, City Attorney, entered the meeting to discuss charges for legal services. He quoted from the State Statute which states that the Housing Commission shall have the power to call upon other Departments for aid in performance of duties, but shall reimburse said departments for added expenses. Mr. Wanger explained a method to be used to compute fees.

In a discussion of possible arrangements between the City and the State Capitol Development Area, Mr. Wanger brought out the following points:

Under State Law, the City has power to lease and sublease houses only through the Housing Commission powers. There is a question if the City has power outside the Housing Commission.

Under the City Charter, every tenant lease would have to go through Council. Under the Housing Commission they would not.

Practically all work can be done by the

City under the Housing Commission's direction through the Property Manager.

There was further discussion of cost of maintenance and repair, administrative costs, etc. Who determines the amount of rent to be charged, who is liable, for instance if house should burn down, and if Federal approval has been obtained for Housing Commission to enter into the program.

It was suggested that the duties of the Property Manager and who does what should be spelled out and sent to Council for approval, and that duties of all departments involved should be written out.

NEW BUSINESS

The Conference to be held in Washington was discussed. Commissioner Owen is the only Commission member able to attend. The following Resolution was introduced:

RESOLUTION NO. 54

WHEREAS, a trip to Washington, D. C. by the Director and Commissioner

Owen on February 12 to February 15, 1967, is essential to the conduct of its low-rent housing program,

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION, that said trip is hereby authorized.

A motion was made by Commissioner Patterson, supported by Commissioner Blackall, that the above Resolution be adopted. Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner, Blackall, Clapp, Oliver, Patterson—4.

Nays: None.

The President thereupon declared the motion carried and said Resolution adopted.

Meeting was adjourned at 3:35 P.M.

Respectfull ysubmitted,

WILLIAM MATEER,
Secretary.

OFFICIAL PROCEEDINGS OF THE POLICE AND FIRE BOARD OF THE CITY OF LANSING

Special Meeting, February 9, 1967

The Police and Fire Board met in special session and was called to order by the Chairman, Donald F. Johnson.

Present: Commissioners Johnson, Drews, Gagnon, Forsythe, Dunn, Schmidt, Munyon—7.

Absent: Commissioner Kelley—1.

Commissioner Kelly was excused from the meeting.

By Commissioner Munyon—

I move this Board go on record as sup-

porting the action taken this morning by Assistant Chief Burnett in suspending six firemen for disobeying Deputy Chief Carl Barratt's order to do the painting at No. 2 Station.

Supported by Commissioner Dunn.

Carried.

The Board adjourned.

JACK K. DUNN,
Vice Chairman.

Mr. Tubbs went on to review the summary sheet for the six year program.

Motion by Heino, seconded by Reynolds that the Capital Improvements Program as outlined be approved and also would like to recommend that the policy recommending control of operating expense at 80% of the total budget within six years be adopted and that the city develop a long term financial plan in order to meet its budget commitments in the future and that the city undertake a detailed traffic study in the central city before funds are spent for major projects within this area.

Motion carried by unanimous vote.

The Planning Director proposed and elaborated on the departmental budget for the next fiscal year beginning July 1, 1967.

Staff excused for 10 minutes.

Motion by Gaus that the salary of the Planning Director be increased to \$15,000.

Mr. Guernsey advised that the \$5,000 request in the part time account would cover the salaries of one part time person who has been on this basis for quite some time and the necessity of a revision of a land use for the entire city which would take about five students to examine the use of each structure within the city.

Other items in the budget were explained.

Some discussion was held on the type of new files and the new office layout.

Motion by Gaus seconded by Heino the budget of \$129,954.75 be forwarded to City Council as amended.

Motion carried by unanimous vote.

Some discussion followed about the State Capitol.

Meeting adjourned.

RAYMOND C. GUERNSEY,
Secretary.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, February 7, 1967

The February 7, 1967 meeting of the Housing Commission was called to order by President Oliver at 1:43 P.M.

ROLL CALL

Present: Commissioners Blackall, Clapp, Oliver, Owen—4.

Absent: Commissioner Patterson—1.

The Minutes of the previous meeting were approved as printed.

COMMUNICATIONS

1. Letter from Community Services Council pertaining to Brotherhood Program. Read and discussed.
2. Letter from Michigan Welfare League pertaining to Organizational Membership.

3. Copy of letter from Mr. Stanley Levin (Community Services Council) to Mayor and Council regarding possible delay in Senior Citizen Apartment Building. Read and discussed.
4. Copy of Resolution from Economic Opportunity Committee concerning Low-Rent Housing. Read and discussed.
5. Communication from City Attorney concerning Leases with State.
6. Communication from City Attorney suggesting amendments to Housing Ordinance.

DIRECTOR'S REPORT

1. Plans of Project 58-5 shown. Community building and office space discussed in detail. Public hearing of Project to be held February 21, 1967.

2. Project 58-7—Appraisals and Cost Estimate sent to Chicago. If approved, they will be sent to Washington for their approval. The chronological steps in the "Turnkey" program were discussed.
3. Meeting on Urban Renewal Property between Commission Architect and Renewal Parking Ramp Architect to be held February 16. There was a discussion on the Elderly Apartment Project.
4. Report of apartment building offered to Commission. Possible use for Elderly.
5. Land has been purchased for possible "Turnkey."
6. State property — Commission's involvement with the leasing of these properties discussed. A motion was made by Commissioner Clapp, supported by Commissioner Owen that the Commission (along with the State Property Manager, Relocation Officer and Housing Specialist) meet with the Mayor to discuss the situation.

Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President thereupon declared the above motion carried.

The following Resolution was introduced and discussed:

RESOLUTION NO. 55

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached leases between the City of Lansing, acting by and through the Lansing Housing Commission and:

J. Lee and Peggy J. Hamrick for the property located at 722 W. Lenawee (6 apartment building)

The Lansing Board Rental Corporation for the property located at 1228 E. Main (5 bedroom house) and

Bernard Friedland for the property located at 413 Adams Street (5 bedroom house) is hereby approved and accepted both as to form and substance and the President or Vice President and Director of the Lansing Housing Commission are hereby authorized and directed to execute said Leases on behalf of the Lansing Housing Commission.

It was moved by Commissioner Clapp, supported by Commissioner Blackall, that the above Resolution be approved, and upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President thereupon declared said motion carried, and said Resolution adopted.

An amendment to a motion made September 6, 1966 was introduced,—said motion now reading as follows: "Checks may be issued without prior Commission approval for up to \$500.00. Anything over that amount, must be approved by the Commission in advance." The motion to be amended to now read—"Checks may be issued without prior Commission approval for up to \$500.00. Anything over that amount, with the exception of rental checks, must be approved by the Commission in advance."

A motion was made by Commissioner Blackall, supported by Commissioner Clapp, that the words "with the exception of rental checks" be included in the above mentioned motion and upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President thereupon declared said motion carried.

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, February 21, 1967

The meeting of February 21, 1967 was called to order at 1:35 by President Oliver.

ROLL CALL

Present: Commissioners Clapp, Oliver, Owen, Patterson—4.

Absent: Commissioner Blackall—1.

The minutes of the previous meeting were approved as printed.

COMMUNICATIONS

1. Letter from Mr. Charles Baker concerning Eaton County Government Day inviting the Commission to send a representative. Director to let Mr. Charles Baker know that a representative will be sent.
2. Letter from Mr. Bradford Wignut, Housing and Redevelopment Office, enclosing minimum wage rates.
3. Letter from Mr. Papadopoulos, Housing and Redevelopment Office, returning one appraisal for 58-7.
4. Copy of Certification of City participation in Capitol Development Housing.
5. Copy of Resolution approving Capitol Development Lease from City Clerk.

DIRECTOR'S REPORT

1. Report on Capitol Apartments. Explanation to Commission on ways that have been investigated enabling the Commission to lease or purchase the apartments and the problems involved. Discussion followed.
2. Project 58-7—Report of meeting held in Chicago. Material being sent to Washington. Working drawing 75% completed. Program must be expedited as fast as possible.
3. Project 58-5—Hearing set for February 21 in the evening. Architect coming from Chicago.
4. Tentative meeting set for Commission Architect and Ramp Architect to dis-

cuss Urban Renewal Site. Former meeting has been postponed.

5. Report on Brotherhood Program.
6. Tenant Relation meeting to be held at Abbey Court.
7. Report of progress on Capitol Development houses.

REPORT OF PRESIDENT

Stated that League of Women Voters had sent a letter to the Council and the Mayor regarding the Hi-Rise for Elderly in the Urban Renewal Area.

UNFINISHED BUSINESS

A report of the Washington Conference was given by the Director and Commissioner Owen.

Position of Director of Development still in the Personnel Committee of Council.

NEW BUSINESS

The following expenditures were presented for approval:

- a. Payment to Mr. Emil Gallas for Appraisal work.
- b. Reimbursement to City of Lansing General Fund for expenditures of Housing Commission for period of October 1 to December 31, 1966.

A motion was made by Commissioner Clapp, supported by Commissioner Patterson that the above expenditures be approved. Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioner Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President thereupon declared the motion carried and the expenditures approved.

Resolution No. 56 was introduced as follows:

RESOLUTION NO. 56

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached leases between the City of Lansing, acting by and through the Lansing Housing Commission and:

J. Lee and Peggy J. Hamrick for the property located at 728 W. Lenawee (6 apartment building) and

Glenn Peal for the property located at 805 N. Logan Street (3 bedroom house) is hereby approved and accepted both as to form and substance and the President or Vice President and Director of the Lansing Housing Commission are hereby authorized and directed to execute said Leases on behalf of the Lansing Housing Commission.

It was moved by Commissioner Owen, supported by Commissioner Clapp that the above Resolution be approved and upon roll call the Ayes and Nays were as follows:

Ayes: Commissioners Clapp, Oliver, Owen, and Patterson—4.

Nays: None.

The President thereupon declared the motion carried and the Resolution adopted.

The following Resolution was adopted:

RESOLUTION NO. 57

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

That the attached form of Lease between the State of Michigan, as Lessor, and the City of Lansing, acting by and through the Lansing Housing Commission, as Lessee, is hereby approved.

It was moved by Commissioner Patterson, supported by Commissioner Owen that the above Resolution be approved and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioner Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President thereupon declared the motion carried and the above Resolution adopted.

The Meeting was adjourned at 3:00 p.m.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

OFFICIAL PROCEEDINGS OF AIR POLLUTION CONTROL BOARD OF THE CITY OF LANSING

Proceedings, March 1, 1967

An informal meeting of the Air Pollution Board was held Wednesday evening, March 1, 1967, at 7:30 p.m., in Room G-30, City Hall.

Present: Board Members Dodson, Kloeckner, Ray and Tableman—4.

Absent: Board Members Oeming, Ruth and Tamer—3.

Guests: Mr. Swift and Mr. Ceasar.

Since we did not have a quorum, Mr. Tableman announced that we would meet informally and move to approve actions at the next meeting.

Mr. Pesterfield reported on his investigations at Centrifuse, Inc., over the past month. There was a discussion. Mr. Ceasar

spoke relative to the problem. The Board directed Mr. Tableman to request a report of progress for our next meeting. The Board also directed the Engineer to contact plant management to determine whether they are using present equipment.

The Engineer reported that he had contacted city, county and state health officials regarding Granger Construction. They have not been granted a sanitary landfill permit. Mr. Pesterfield then informed the company that he would be happy to discuss approved waste disposal equipment when the question of landfill permit had been settled. Mr. Tableman suggested that we clear our records by sending a letter confirming Mr. Pesterfield's conversation.

The complaint regarding Capital Plastics

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, March 7, 1967

The March 7th meeting of the Housing Commission was called to order by President Oliver at 1:32 P.M.

ROLL CALL

Present: Commissioners Clapp, Oliver, Owen, Patterson—4.

Absent: Commissioner Blackall—1.

Minutes of the previous meeting were approved as printed.

COMMUNICATIONS

1. Copy of a letter from the League of Women Voters written to the Mayor and City Council concerning Senior Citizen Apartment in Urban Renewal area referred to the Housing Commission. Letter read and discussed.

REPORT OF DIRECTOR

1. Discussion of Capitol Apartments. Most feasible plan being investigated both by Director and Housing Assistance Office.
2. Discussion of Project 58-7. Working drawing can be completed approximately two weeks after "Letter of Intent" has been issued.
3. Project 58-5 discussed. Neighbors close to the area were present at the meeting and were welcomed by the Director and Commissioners. Questions pertaining to size, number of children, schools, density, etc. were answered and a general review of plans was given by Director and Commission members. Site plans and pictures of other proposed projects were shown and discussed.
4. Report of Director's participation in radio interview on February 24.
5. Summary of visit of land appraiser from Regional Office given.
6. Possible other sites discussed—including possible ways of obtaining them.

7. Meetings reported on that were held with Recreation Department, Community Services Council and others regarding Community Centers.

8. Rough draft of Tenant Pamphlet distributed to Commissioners for their suggestions, additions and corrections.

9. Report to Commission members of office moving from the 4th Floor to the 5th Floor.

REPORT OF PRESIDENT

1. Report of meeting held between representative of Commission Architect and Mr. Barton—Ramp Consultant. Future meeting to be held.
2. Discussion of 4th Tenant Relations meeting held at Abbey Court. Such things as snow removal, janitor service, repairs, locks on front doors, apartment numbers and vermin control were brought up. Possible solutions discussed.

REPORT OF COMMITTEES

Report from Commissioner Owen on February 25th Neighborhood meeting concerning Turnkey Development.

The position of Assistant Director for Development was discussed. A question was asked about the delay in establishing the position.

NEW BUSINESS

1. Approval of expenditures—Discussion of unusually high gas bills. A motion was made by Commissioner Patterson, supported by Commissioner Owen that expenditures submitted be approved, and upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President thereupon declared the motion carried.

2. The following resolution was submitted:

RESOLUTION NO. 58

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached leases between the City of Lansing, acting by and through the Lansing Housing Commission and:

Thayer and Margaret Winegardner for the property located at 119 Cottage (4 bedroom house) and

Leland and Leona Beard for the property located at 3116 Tecumseh (4 bedroom house) is hereby approved and accepted both as to form and substance and the President or Vice-President and Director of the Lansing Housing Commission are hereby

authorized and directed to execute said leases on behalf of the Lansing Housing Commission.

It was moved by Commissioner Clapp, supported by Commissioner Owen that the foregoing Resolution be approved and upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President thereupon declared said motion carried and said Resolution adopted.

The Meeting was adjourned.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

OFFICIAL PROCEEDINGS OF THE THE PARK BOARD OF THE CITY OF LANSING

Proceedings, March 8, 1967

The meeting was called to order by President Hewes.

Present: Hewes, English, Miller, Hartley, DesRochers, Sheets, Carter—7.

Excused: Ostrom—1.

Minutes of the meeting of February 8, 1967 were approved as written.

COMMUNICATIONS

Notice of types of Certificates of Deposit available from the Bank of Lansing.

By Mrs. Miller—

That the Samuel and Rebecca Beck Trust now invested in the Bank of Lansing in the par amount of \$22,500.00 be reinvested in a Certificate of Deposit now offered by the Bank of Lansing at $5\frac{1}{8}\%$ for a twelve month minimum.

Carried.

Letter expressing appreciation and thanks to the Department of Parks and Recreation from Mr. William Waidelich, Public Service Department, for assistance given during the record snow-fall in Lansing in January-February.

Placed on file.

A report was submitted by Director Charles G. Hayden relative to the rate on high school golf coupons.

By the Recreation Committee—

That the Park Board approve a new golf coupon rate at \$1.00 per nine holes; coupons are to be sold to local high schools for their golf teams practice use.

Carried.

Communication from the Greater Lansing Council of Churches requesting that

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, March 21, 1967

The March 21st meeting of the Housing Commission was called to order by President Oliver at 1:35 P.M.

ROLL CALL

Present: Commissioners Blackall, Oliver, Patterson—3.

Absent: Commissioners Clapp, Owen—2.

Minutes of the previous meeting were approved as printed.

COMMUNICATIONS

1. Letter from Regional Comptroller notifying Commission of the authorization of funds for the Leasing Program.
2. Except from the Council Proceedings showing the authorization of new position of Assistant Director for Development.
3. Letter referred by Council from Stanley Levin, Community Services Council.
4. Inter-office communication enclosing copy of petition filed with City Clerk.

All communications read and discussed.

REPORT OF DIRECTOR

1. Discussion of Project 58-7. Following approval from Washington, the next step will be the "Letter of Intent," then the Working Drawings.
2. Discussion of Project 58-5, which included scheduled hearing before Planning Board and petitions filed in protest.
3. Report of visit by Management Officers from Regional Office to examine Leasing records and houses under lease.

Procurement—Disposition Policy to be set up.

4. Urban Renewal Site discussed. Various solutions were mentioned.

5. Report of possible "Turnkey" for elderly being proposed near the downtown area. Possible sites discussed.

An explanation and review of the Capitol Complex situation was given by the Accountant Assistant Director. The Property Manager is now at work handling the details. He is setting up the books and accounts for the Property Management Division.

The following Resolution was introduced:

RESOLUTION NO. 59

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

That AMERICAN BANK AND TRUST COMPANY be, and it is hereby designated a depository of the Commission and that funds so deposited may be withdrawn upon a check, draft, note or order of the Commission.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said account be signed by any of the following: Donald E. Brown, Property Manager or Ronald G. Stonehouse, Accountant-Administrative Assistant, and countersigned by any of the following: Ann M. Oliver, President or Bruce E. Blackall, Vice President and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

BE IT FURTHER RESOLVED, that said AMERICAN BANK AND TRUST COMPANY is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such person signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes or orders, or to the individual credit of any of the other officers or not. This resolution to continue

in force until notice to the contrary in writing is duly served on said Bank.

After discussion a motion was made by Commissioner Patterson, supported by Commissioner Blackall that Resolution No. 59 be approved and upon roll call the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Blackall, Oliver, Patterson—3.

Nays: None.

The President declared the Motion carried and the Resolution adopted.

The following Resolution was introduced as follows:

RESOLUTION NO. 60

WHEREAS, it would be convenient for Commission operations that a petty cash fund be established for use in the payment of minor expenses for which it is not practicable to issue voucher checks, therefore:

BE IT NOW RESOLVED BY THE LANSING HOUSING COMMISSION, that the establishment of a petty cash fund in the amount of \$25.00 is hereby authorized. The

Accountant-Administrative Assistant is hereby named the custodian of said petty cash fund and all disbursements from said fund shall be authorized by him only.

Motion was made by Commissioner Blackall, supported by Commissioner Patterson that Resolution No. 60 be adopted and upon roll call the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Blackall, Oliver, Patterson—3.

Nays: None.

The President thereupon declared the Motion carried and the Resolution adopted.

There was a discussion of a tour of sites. The Director is to set the time and date and call Commission members.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, April 4, 1967

The April 4th meeting of the Housing Commission was called to order at 1:35 p.m. by President Oliver.

ROLL CALL

Present: Commissioners Blackall, Clapp, Oliver, Owen—4.

Absent: Commissioner Patterson—1.

The Commissioner were introduced to two representatives of an architectural firm interested in doing a Turnkey Project for the elderly. Preliminary site plans and a general layout of the proposed building

were shown and discussed. The following points were covered in the discussion: site layout and size, number of units, parking area, zoning, cost per unit, construction cost and type of heat, etc.

Firm was thanked for their presentation and excused from the meeting.

Minutes of previous meeting were read and approved as printed.

DIRECTOR'S REPORT

1. Urban Renewal site discussed. Another meeting to be set up between Architect and Parking Ramp Consultant.

2. Project 58-7 discussed. Annual Contribution Contract must be received before Letter of Intent can be issued. Contract being made ready by the Chicago Regional Office.
3. Explanation given of Turnkey site proposal.
4. Discussion of State Property.
5. C. R. P. Report and Director's part in the Model City Application discussed.
6. Report of personnel interviews. Applicants and interviews to be discussed further with Staff Committee.
7. Participation in Eaton County Government Day.
8. A report from Management Officials from Chicago Regional Office who visited the City and inspected some of the houses under Lease was read and discussed.

PRESIDENT'S REPORT

1. A report of House Bill 2111 now before the House of Representatives. Discussion followed with suggestions of possible Commission action.

The following Resolutions were introduced and discussed:

STATEMENT OF PROCUREMENT POLICY

RESOLUTION NO. 61

1. Purchases and contracts for equipment, materials, supplies, or services except for personal services, shall be made in the following manner:

a. The Director shall make purchases and contracts, not to exceed \$100 in amount in the open market after such inquiry as he deems necessary to ensure that the price obtained is the most advantageous to the Commission; and

b. For purchases and contracts from \$100 to \$2,500, the Director shall solicit bids orally, by telephone, or in writing from at least three suppliers if so many be available in the locality; he shall keep on file a tabulation of solicitation made and quotations received; and

c. For purchases and contracts in excess of \$2,500, the Director shall invite bids by (1) advertisement in at least one newspaper of general circulation or (2) mailing invitations to bid to all available dealers and notices posted in public places; or a combination of such methods. A tabulation of bids received shall be retained.

d. For equipment and supplies included in HAA Consolidated Supply Contracts, the Director shall purchase from the contract suppliers without any further solicitation or invitation of bids regardless of the amounts involved, unless it is known that lower prices are available elsewhere.

e. All procurement of equipment, materials, supplies, and repairs or services shall be documented. Expenditures under \$10.00 may be made from the petty cash fund and shall be supported by receipts. Expenditures from \$10 to \$2,500 shall be authorized by a standard form of purchase order. Expenditures in excess of \$2,500 shall be made by formal contract except that purchases made under HAA Consolidated Supply Contract may be made by purchase order regardless of amount.

f. There shall be inserted in all contracts and contractors shall be required to insert in all subcontracts the following provision: "No member, officer, or employee of the Commission during his tenure or for one year thereafter shall have any interest, direct, or indirect, in this contract or the proceeds thereof."

2. For the purchases and contracts specified in paragraphs 1b and 1c above, lack of competition is permissible only when an emergency exists which permits no delay because of the possibility of injury to life or destruction of property, or when only one source of supply is available and the purchasing or contracting officer shall so certify. If an award is made without competition, a formal report of such award, together with a certification or statement justifying the lack of competition, shall be made to the Commission.
3. With respect to the purchases and contracts specified in paragraphs 1b and 1c above, the Director shall make the purchase from or award the contract to the lowest responsible bidder as to price who meets the requirements.

RESOLUTION NO. 62

STATEMENT OF DISPOSITION POLICY

Personal property shall not be sold or exchanged for less than its fair value. Personal property of the value of \$1,000 or more, which is to be sold to other than a public body for a public use, shall be sold at public sale.

Sales of excess personal property shall be made in the following manner:

1. If the estimated sales value of the personal property offered for sale is less than \$100.00 the Director may negotiate a sale in the open market after such informal inquiry as he considers nec-

sary to ensure a fair return to the Commission. The sale shall be documented by an appropriate bill of sale.

2. For sales from \$100.00 to \$1,000 the Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
3. Sales of \$1,000 or more and the award of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to award of the sales contract and shall be by advertisement in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.
4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Commission. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Commission. The Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared by the Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Commission for its approval. A copy of the Commission approval, together with the complete documentation in support of the destruction, abandonment, or donation, shall be retained as a part of the permanent records.

RESOLUTION NO. 63

RESOLUTION ADOPTING CRITERIA FOR SELECTION OF ITEMS OF PROPERTY NON-EXPENDABLE AND EXPENDABLE TO BE CAPITALIZED FOR FINANCIAL CONTROL PURPOSES, AT THE END OF THE INITIAL OPERATING PERIOD.

BE IT RESOLVED by the Lansing Housing Commission that the Commissioners of said Housing Commission adopt a Criteria for the selection of items of property to be Capitalized for the financial control pur-

poses to be effective upon approval of the Commission and the Housing Assistance Administration, at the end of the Initial Operating Period.

BE IT FURTHER RESOLVED that **NON-EXPENDABLE ITEMS** will include all personal property with a useful life of more than one year, and having a value of \$25.00 or more. Non-Expendable personal property shall be Capitalized for the purpose of establishing the Property Ledger, preparing records for each individual item and recording the cost of each piece in the applicable Development cost accounts in the 1465 and 1475 groups.

BE IT FURTHER RESOLVED that the **EXPENDABLE ITEMS** purchased having a normal useful period of more than a year, and cost less than \$25.00 each, consisting of Office Equipment, Maintenance Tools, etc, shall be set up under a **PHYSICAL INVENTORY METHOD** under the control of the Director.

MATERIALS AND SUPPLIES under Section A14.1 art. 6. After the end of the Initial Operating Period, the cost of materials and supplies purchased may be charged to expense when received.

It was moved by Commissioner Clapp, supported by Commissioner Blackall that the above Resolutions be tabled until the next meeting to give the Commissioners time to study them. Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President thereupon declared the motion carried and the Resolutions tabled.

Resolution No. 64 was introduced and discussed.

RESOLUTION NO. 64

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached Lease between the City of Lansing, acting by and through the Lansing Housing Commission and the Lansing Board Rental Corporation for the property located at:

1024 N. Larch—3 BR house

is hereby approved and accepted both as to form and substance and the President or Vice President and Director of the Lansing Housing Commission are hereby authorized and directed to execute said Lease on behalf of the Lansing Housing Commission.

It was moved by Commissioner Blackall, supported by Commissioner Owen that the above Resolution be adopted and upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President thereupon declared said motion carried and said resolution adopted.

A motion was made by Commissioner Owen to reconsider Resolution No. 57. This motion was supported by Commissioner Clapp and upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The motion was declared carried and Resolution No. 57 was up for discussion.

The Resolution being reconsidered, it was moved by Commissioner Clapp, supported by Commissioner Owen that Resolution No. 57 be readopted. Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Clapp, Oliver, Owen—3.

Nays: None.

Abstaining: Commissioner Blackall—1.

The President declared the above motion carried and the Resolution adopted.

Resolution No. 65 was introduced, read and discussed as follows:

RESOLUTION NO. 65

BE IT RESOLVED that the Lansing Housing Commission authorize Miller-Davis Company to develop a "Turnkey" proposal for an apartment building to house 200 elderly families. This commitment is given subject to all applicable criteria governing the HAA program for Low-income housing. It is also subject to the pursuit by Miller-Davis Company of all necessary administrative effort to bring their proposal to a "Letter of Intent" stage within a reasonable period of time; such time to be agreed upon between Miller-Davis and the Commission.

This authorization in no way binds the Commission to any expense or remuneration prior to the delivery of a "Letter of Intent" to Miller-Davis until such time as it is determined that a satisfactory proposal cannot be made by Miller-Davis Company.

It was moved by Commissioner Owen, supported by Commissioner Blackall, that Resolution No. 65 be adopted, and upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President thereupon declared said motion carried and said Resolution adopted.

The meeting was adjourned.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Special Meeting, April 11, 1967

A Special Meeting of the Housing Commission was called by the sending of the following letter:

"TO: Housing Commission Members
FROM: President Ann Oliver
SUBJECT: Special Meeting

A Special Meeting is being called Tuesday, April 11, 1967 to consider House Bill 2611 pertaining to acquisition of Armory property as a possible housing site.

The meeting will be held at 9:00 A.M. in the 5th Floor Conference Room."

The meeting was called to order by President Oliver at 9:00 A.M.

ROLL CALL

Present: Commissioners Clapp, Oliver, Owen, Patterson—4.

Absent: Commissioner Blackall—1.

A detailed discussion of the Bill in question was opened by President Oliver, who distributed copies of the bill.

It was moved by Commissioner Clapp, supported by Commissioner Patterson that the Commission urge that House Bill Number 2611 be amended as follows:

Section 2, Page 2, Line 17, 18.

Line 17—by adding comma after the word park and

Line 18 be amended to read "recreation or housing for low income citizens."

Upon roll call the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Clapp, Owen, Oliver, Patterson—4.

Nays: None.

The President thereupon declared the motion carried.

It was moved by Commissioner Patterson, supported by Commissioner Owen that a resolution and letter be sent to the Chairman and Members of the State Affairs Committee, Majority and Minority Leaders, Speaker of the House and other Representatives requesting that they bring this bill out of Committee with the suggested amendments. The resolution reads as follows:

RESOLUTION NO. 66

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

That members of the Committee in State Affairs be urged to report out immediately, House Bill Number 2611.

BE IT FURTHER RESOLVED:

That Section 2, Line 17 be amended by adding comma after the word park, and Line 18 be amended to read "recreation or housing for low-income citizens."

Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President declared the motion carried and the Resolution adopted.

The meeting was adjourned.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, April 18, 1967

The April 18th meeting of the Housing Commission was called to order by President Oliver in Room G-30 of City Hall.

ROLL CALL

Present: Commissioners Clapp, Oliver, Patterson—3.

Absent: Commissioners Blackall, Owen—2.

An explanation of the Housing Program was given by the Director and the Commission members were introduced to visitors interested in Project 58-5 in the South-East area.

Site plans were explained by Mr. Ed. Brown of the Planning Department and questions were answered by Mr. Brown, the Director and various Commissioners concerning—site size (how many acres involved), necessity of the project, how the project will affect property values, total cost of the project, number of bedrooms, number of children, number of buildings it will take to house 100 families, availability of single unit scattered housing, cost per unit to build, how utilities are paid and by whom, how the buildings are maintained (by whom and at whose expense), etc.

Questions about management, how tenants are selected (income limits, etc.), tenant counseling and what will be done to give tenants initiative to find housing of their own.

There was a general discussion period and these and many other questions were discussed.

The visitors were thanked by the Commissioners for their interest and invited to attend meetings in the future whenever they desired.

The Commission went into their regular meeting.

COMMUNICATIONS

1. Copy of letter to the Mayor from the Y.W.C.A.
2. Copy of letter to Council from Mrs. Elder.
3. Letter to Mayor Pro-tem from Housing Director
4. Letter from Regional Counsel enclosing Annual Contributions Contract.

All read and discussed.

DIRECTOR'S REPORT

1. Director reported that Annual Contribution Contract must be executed before Letter of Intent is signed by Washington Office of Housing and Urban Development.
2. Report of trip to Chicago April 25, with a proposal.
3. Report of Public Hearing April 24, 1967.
4. Proposed trip to Washington by Developer April 28th.
5. Meeting with Jolly-Cedar area residents April 19th.
6. Discussion of Abbey tenant meeting.

PRESIDENT'S REPORT

Situation report on House Bill 2611. Bill dead for this session. Was not reported out of Committee. President would like Commission to pursue matter.

Report of meeting with Architect and Parking Consultant concerning Urban Renewal site for elderly. Area now available to Commission discussed.

The following Resolution was introduced:

RESOLUTION NO. 67

**RESOLUTION AUTHORIZING
EXECUTION OF ANNUAL
CONTRIBUTION CONTRACT**

WHEREAS, the City of Lansing, Michigan, acting by and through the Lansing Housing Commission (herein called the "Local Authority") proposes (1) to enter into a contract (herein called the "Annual Contributions Contract") with the United States of America, Housing Assistance Administration (herein called the "HAA"); with respect to any "Project" as defined in the Annual Contributions Contract and which at any time now or hereafter is incorporated under the terms of such Contract.

BE IT RESOLVED, AS FOLLOWS:

Section 1. The Annual Contributions Contract in substantially the form of contract hereto attached and marked "Exhibit A" is hereby approved and accepted both as to form and substance and the President of the Housing Commission is hereby authorized and directed to execute said Contract in quadruplicate on behalf of the Local Authority, and the City Clerk is hereby requested to impress and attest the official seal of the City on each such counterpart and to forward said executed counterparts, or any of them, to the HAA together with such other documents evidencing the approval and authorizing the execution thereof as may be required by the HAA.

Section 2. The President or Vice-President or Director of the Housing Commission is hereby authorized to file with the HAA from time to time as monies are required, requisitions together with the neces-

sary supporting documents requesting advances to be made on account of the loan provided in the Annual Contributions Contract for Projects which have not been Permanently Financed, and the proper officers of the Local Authority shall prepare, execute and deliver to the HAA Advance Notes hereinafter authorized and shall accept payment therefor from the HAA in cash and/or exchange for other Advance Notes of the City and such persons are authorized to do and perform all other things and acts required to be done or performed in order to obtain such advances. Cash proceeds from the sale of all Advance Notes shall be deposited and disbursed only in accordance with the provisions of the Annual Contributions Contract.

It was moved by Commissioner Patterson, supported by Commissioner Clapp that Resolution No. 67 be adopted, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Patterson, Clapp, Oliver—3.

Nays: None.

The President thereupon declared the motion carried and Resolution No. 67 adopted.

The meeting was adjourned.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

T/C

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Special Meeting, April 24, 1967

The Special Meeting of the Housing Commission was called by the sending of the following letter:

"TO: All Commission Members

FROM: Mrs. Ann Oliver, President

SUBJECT: Special Meeting—Execution of Letter of Intent"

A Special Meeting is being called Monday, April 24, 1967, 9:00 A.M. on the 5th Floor—City Hall.

The meeting is being called for the purpose of Executing the "Letter of Intent."

The meeting was called to order by President Oliver at 9:05 A.M.

ROLL CALL

Present: Commissioners Blackall, Clapp, Oliver, Owen—4.

Absent: Commissioner Patterson—1.

Copies of the "Letter of Intent" were distributed to the Commissioners to read and study. A detailed discussion followed, with questions being answered by the Director.

The following Resolution was introduced:

RESOLUTION NO. 68

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The Letter of Intent for Project No. 58-7 is hereby approved and accepted both as to form and substance and the President of the Lansing Housing Commission is authorized to execute said Letter on behalf of the Lansing Housing Commission.

It was moved by Commissioner Clapp, supported by Commissioner Owen that the above resolution be adopted and upon roll call the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President thereupon declared said motion carried and said Resolution adopted.

The meeting was adjourned at 9:40 A.M.

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Special Meeting, May 8, 1967

A Special Meeting of the Commissioners of the Lansing Housing Commission was called by President Oliver by a personal call to each Commissioner for the purpose of the selection of an Acting Director to replace Mr. William Mateer, Director whose resignation was accepted May 2, 1967.

The meeting was called to order at 11:05 A.M. by President Oliver.

ROLL CALL

Present: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Absent: None.

There was a discussion of the interviews held previously and the qualifications of the candidates involved.

A motion was made by Commissioner Blackall, supported by Commissioner Patterson, that Mr. Marcel Elliott be offered the position of Acting Director IX-A effective May 15, 1967. Upon roll call the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Patterson—4.

Nays: None.

Abstaining: Commissioner Owen.

The President thereupon declared the motion carried.

The President was requested to notify Mr. Elliott, the Mayor and the Press of their decision.

The Commission instructed that a letter be written to the other applicant stating that his application will be kept on file for possible future employment in the field of Tenant Relations.

There was a discussion pertaining to the President checking with the Personnel Department for proper procedures to appoint an "Acting" Director and method of reducing the salary scale.

The meeting was adjourned.

Respectfully submitted,

RONALD STONEHOUSE,
Accountant-Ad. Ass't.

OFFICIAL PROCEEDINGS OF HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, May 2, 1967

The May 2, 1967 meeting of the Housing Commission was called to order by President Oliver at 1:36 P.M.

ROLL CALL

Present: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Absent: None.

Minutes of the two previous meetings were approved as printed.

COMMUNICATIONS

1. Letter of resignation from Director previously presented to the Commission members was read and placed on file.
2. Letter from local builder offering apartment building for sale was read and discussed.
3. Letter from Representative Pittenger read and discussed.
4. Copy of letter from State Civil Rights Commission to the Mayor.
5. Letter transmitting executed copy of Preliminary Loan Contract No. 394.
6. Letter of transmittal approving of Leased Housing Operating Budget.
7. Letter that was sent to owner of apartments leased to Housing Commission. Read and discussed.
8. Letter sent to Mayor Murnighan by President Oliver. Read and discussed.
9. Letter sent to Urban Redevelopment Board by Commission. Read.

DIRECTOR'S REPORT

1. Discussion of Project 58-7. Annual Contributions Contract has been approved by Council, subject to City Attorney's approval.
2. Trip to Chicago by Director to discuss preliminary plans of a developer was

reported on. The next step is for the Developer to present a proposal to the Commission.

3. Project 58-5. Still in the Zoning Committee of the Council.
4. Project 58-8. Developer and Architectural firm working with Chicago Regional Office to bring costs into line.
5. Report of a meeting held with the Mayor and Highway Officials to discuss a proposal for the Housing Commission to manage certain Highway-owned houses.
6. Discussion of a meeting of the Commission with City Council May 2 in the evening.

PRESIDENT'S REPORT

1. Review of housing legislation and proposed housing legislation was given.
2. Urban Renewal site for elderly apartment was discussed. A motion was made by Commissioner Clapp, supported by Commissioner Owen that the President write to the Urban Renewal Board requesting that the Seymour and Ionia Urban Renewal site be reserved for the Housing Commission for a Hi-Rise Apartment for the Elderly. Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

The President thereupon declared the motion carried.

PERSONNEL COMMITTEE REPORT

1. A resumé of an applicant was read to the Commission members and discussed. A motion was made by Commissioner Blackall, supported by Commissioner Owen that the following resolution be adopted:

RESOLUTION NO. 69

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION that Donald Hareski is hereby appointed Assistant Director for Development.

Upon roll call the Ayes and Nays were as follows:

Ayes: Commissioner Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

The President declared the motion carried and the resolution adopted.

2. A motion was made by Commissioner Clapp, supported by Commissioner Blackall that the following resolution be adopted:

RESOLUTION NO. 70

RESOLVED BY THE LANSING HOUSING COMMISSION, that the resignation of William Mateer, Housing Director be accepted with regret.

Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

The President thereupon declared the motion carried and the resolution adopted.

3. It was the recommendation of the Committee that interviews be set up for the two applicants for the position of Acting Director. The interviews were set for 9:00 a.m. and 10:00 a.m., Monday, May 8.
4. After discussion, a motion was made by Commissioner Owen, supported by Commissioner Blackall that the position of Accountant-Administrative Assistant VI be upgraded to Accountant-Administrative Assistant VI-A because of added duties and responsibilities and in appreciation of his past services.

Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

The President thereupon declared the motion carried.

5. An organizational chart prepared by Commissioner Clapp was shown to the

Commission members and discussed. Copies of the chart are to be made for each Commissioner to study.

UNFINISHED BUSINESS

1. Resolutions No. 61 — Procurement Policy, No. 62—Disposition Policy and No. 63—Criteria for Selection of Items of Property to be Capitalized were again presented for discussion and approval. A motion was made by Commissioner Owen, supported by Commissioner Patterson, that the above resolution (printed in the minutes of April 4, 1967) be approved and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

The President declared the motion carried and Resolutions 61, 62 and 63 were declared approved.

2. A pamphlet previously presented to the Commissioners which is to be printed and distributed to Leased Housing Tenants was presented for approval.

It was moved by Commissioner Clapp and supported by Commissioner Blackall that the Tenant Pamphlet be approved with the minor changes suggested, and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Oliver, Owen, Patterson—4.

Nays: None.

The President declared the motion carried.

Mayor Murningham entered and the meeting was turned over to him. He explained the State Highway proposal for the City of Lansing, by and through the Housing Commission to manage certain highway houses. The Highway Department will pay a relocation fee for each person that is relocated out of the East Corridor plus a specified percentage for repair reserve. He explained that under the City Charter, no other City Department can do this. There was a detailed discussion with questions being asked by the Commission.

A finalized proposal is being drawn up by the State Highway Department for the City's approval. The Commission members would like to see and study the document in its final stage before making any decision.

The Commission members thanked the Mayor for his attendance at the meeting and stated that consideration would be

given to the proposal as soon as copies had been received and studied by the Commission members.

The following resolution was introduced and read:

RESOLUTION NO. 71

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION that the Housing Assistance Administration approved Operating Budget for Leased Housing for the fiscal year ending June 30, 1968, is hereby approved.

A motion was made by Commissioner Blackall, supported by Commissioner Patterson that the foregoing resolution be approved and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

The President thereupon declared the motion carried and the resolution adopted.

After discussion, the following resolution was introduced:

RESOLUTION NO. 72

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached lease between the City of Lansing, acting by and through the Lansing Housing Commission and;

Lee and Kathleen Barnett for the property located at 823 S. Logan (5 bedroom house)

is hereby approved and accepted both as to form and substance and the President or Vice President and Director of the Lansing Housing Commission are hereby authorized and directed to execute said lease on behalf of the Lansing Housing Commission.

A motion was made by Commissioner Owen and supported by Commissioner Clapp that Resolution No. 72 be approved and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Nays: None.

The President thereupon declared the motion carried and the resolution adopted.

A review of Lansing's Leasing Housing, prepared by the Chicago Regional Office, was distributed to the Commissioners to study.

The meeting was adjourned.

Respectfully submitted,

WILLIAM MATEER,
Secretary.

T/C

\$4,568,000 securities on hand.

retirement allowances commencing on August 1, 1967.

Carried.

NEW BUSINESS

It was moved by Trustee Bodwin, supported by Trustee Wilcox that the application for Regular Age and Service Retirement for Walter M. Saxton, Market Department, be approved and accepted with

The Board Adjourned.

RAYMOND W. BURGESS,
Secretary,
Employees Retirement System.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, May 16, 1967

The May 16th meeting of the Housing Commission was called to order by President Oliver at 1:35 P.M.

ROLL CALL

Present: Commissioner Blackall, Clapp, Oliver, Owen—4.

Absent: Commissioner Patterson—1.

The meeting was turned over to a developer who presented his proposal to the Commission for two Turnkey Projects on two sites—one in the Northwestern section of the city and one in the Northcentral. One project will be of Colonial Style with a brick exterior with 100 Senior Citizen garden type units and 100 family units. A part of the site is to be developed as commercial with a small neighborhood shopping center, and with about 5 acres to be used for park purposes.

The other project will consist of 100 family units set in clusters focusing on exterior courts. The wooded site will be selectively thinned.

There was a detailed discussion in which questions were asked of the developer concerning the type and location of shopping, churches, schools, number of bedrooms, density, zoning, proximity of air port etc.

The developer was thanked for his presentation and excused from the meeting.

CORRESPONDANCE

1. Letter from Realty Company concerning apartment building offered to the Com-

mission for lease or sale. After discussion, a motion was made by Commissioner Blackall, supported by Commissioner Owen, that the Commission turn down the offer, with regret, for the following reasons:

- a. The bedroom sizes will not meet the needs for family units.
- b. Not enough recreation or play area
- c. Parking area inadequate
- d. Not suitable for elderly

Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President declared the motion carried.

2. Letter from Housing Assistance Administration concerning the Working Drawing Conference in Chicago.

REPORT OF DIRECTOR

1. Report and discussion of Project 58-7.
2. Report and discussion of Project 58-5.

Meeting held with Board of Education concerning school site exchange.

3. Urban Renewal Project site discussed. Conversation held with Architect. Site plan in relation to Parking Ramp to be sent.

Architect's Contract to be prepared.

4. The Leased Housing Review from Chicago Regional Office discussed. Because of the change in Directors, the Regional Office should be informed that the Commission will send a reply within the next month instead of the date set by them.
5. Report of a meeting with the Board Rental Corporation regarding renewal of leases. Rental Corporation interested in 5 year leases. Commission would like to see proposal in the form of a letter.

PRESIDENT'S REPORT

Report of meeting with Personnel Director regarding the proper procedure for change in classification for one employee and change in salary for one position.

Report of meeting with architects for a proposed turnkey project and a telephone conference with the developer interested in turnkey project for elderly.

Motion made by Commissioner Owen, supported by Commissioner Blackall, that a letter be sent to the developer that we have all the elderly proposals that we have allotments for and that the Commission is not interested at this time to go any further. Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President declared the motion carried.

There was a discussion of a proposed site for conventional housing. Discussion held of proper method to obtain land. President to obtain advice on how to attach amendment to bill still alive in house.

UNFINISHED BUSINESS

The following resolution was introduced:

RESOLUTION NO. 73

WHEREAS, the Lansing Housing Commission has undergone major staff changes, and

WHEREAS, it is essential to the conduct of the business of the Lansing Housing Commission that its employees be thoroughly familiar with all the different aspects of the low-rent housing programs, therefore

BE IT NOW RESOLVED, that the Acting Director, Assistant Director for Development, and Accountant-Assistant are hereby authorized to attend the NAHRO Regional Conference at Toledo, Ohio on May 21-23, 1967.

A motion was made by Commissioner Clapp, supported by Commissioner Owen that Resolution No. 73 be adopted and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President thereupon declared the motion carried and the Resolution adopted.

Turnkey proposals presented at the beginning of the meeting were discussed. It was moved by Commissioner Owen, supported by Commissioner Blackall that the Commission tentatively accept the Turnkey proposals in principle, pending approval by the Chicago Regional Office. Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen—4.

Nays: None.

The President declared the motion carried.

The meeting was adjourned.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, June 27, 1967

The meeting of June 27, 1967 was called to order by President Oliver at 1:35 P.M.

ROLL CALL

Present: Commissioner Clapp, Oliver, Owen, Blackall, Patterson—5.

Absent: None.

Minutes of the previous meeting were approved as printed.

COMMUNICATIONS

1. Letter from Regional Office regarding Leased Housing Review.

REPORT OF DIRECTOR

1. Report on 58-7. Meeting of Director and Assistant Director for Development held with Developer. Utility Analysis and revised plans to be taken to Chicago along with letter from Building Department and statement from Mayor. Changes made in specifications explained to Commission members.
2. Report on 58-3 and 58-2. Public Hearing to be held on both proposed Projects.
3. Agreement between School Board and Developer being negotiated for Project 58-5.
4. Report on 58-6—Elderly High Rise. Development Program to be written. Rough draft already completed. Procedures and steps that follow were outlined for the Commission members. Architect to supply plans and specifications to go to the Urban Renewal Board, after which a Public Hearing will be held. Reported that Chicago Office requires that 60% of units of Elderly Project be single units.
5. It was announced that all the Housing Media have been invited (through State Journal article) to present proposals. All proposals to be handled in the same manner.

6. School Officials have requested information pertaining to number of children that will go into housing projects.

Community Services interested in a study of social agencies available to help people in skills as needed.

LEASED HOUSING REPORT

1. Letter from Board Rental Corporation regarding leases to be re-negotiated read and discussed.

Commission requests that leases be drawn up and presented for their consideration at the next regular meeting. Increases in rental of some units and decreases in rental of others with leases over a period of 5 years were considered and given tentative approval.

Rental and lease changes requested by Leased Housing Review will be presented at next meeting of Commission.

REPORT OF PRESIDENT

1. Apartment Building available for purchase discussed. Possibility of use for Elderly units was pointed out. Commission will pursue further.

UNFINISHED BUSINESS

1. Suggestion made that Board Rental Corporation be informed of Commission's desire for the Corporation to obtain more houses.
2. Repairs being made and to be made discussed.

NEW BUSINESS

The following resolution was introduced:

RESOLUTION NO. 78

WHEREAS, the Lansing Housing Commission proposes to enter into a Contract with Prine-Toshach and Spears, Architects

and Engineers Inc. 709 Federal Avenue, Saginaw, Michigan,

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION, AS FOLLOWS:

The Architectural Contract in substantially the form of HAA 1915 hereto attached is hereby approved and accepted both as to form and substance and the President or Vice-President of the Lansing Housing Commission is hereby authorized and directed to execute said Contract, and the City Clerk is hereby requested to impress and attest the official seal of the Local Authority on each such counterpart.

A motion was made by Commissioner Clapp, supported by Commissioner Owen that the foregoing resolution be approved and upon roll call the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—1.

Nays: None.

The President thereupon declared the motion carried and the Resolution adopted.

It was announced that the next meeting would be the Annual Meeting at which time Election of Officers would be held. Commissioner Clapp expressed his interest in the continuation of the same officers.

A report of a meeting with members of the Controllers Office in regards to accounting work for Highway and Capitol Complex accounts was given and discussed.

Meeting was adjourned.

Respectfully submitted,

MARCEL B. ELLIOTT,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, July 8, 1967

A. Meeting called to order at 3:00 p.m. by Chairman Neller.

B. Roll Call—Present: Commissioners King, Neller, Carnes, Herr and Swan—5.

Absent: Commissioners Walker, Dudley and Carr—3.

C. Minutes of June 20, 1967 meeting approved.

D. Report of Committees:

1. Building and Properties Operating and Policy—No report.
2. Parking—No report.
3. Personnel and Salaries—Commissioner King gave report of her meeting with Personnel Committee of City Council concerning wages of Manager.
4. Veterans—No report.
5. Ways and Means—No report.

E. Unfinished Business:

1. The Concession Agreement was discussed and one minor change was made. A motion by Commissioner King, supported by Commissioner Carnes, that the form be sent to purchasing for advertisement of bid, was CARRIED.
2. The repair of the Exhibit Hall ceiling was referred to the Building and Properties Committee. A motion by Commissioner King, supported by Commissioner Swan, that the Committee make the decision on type of repair and proceed with the necessary action was CARRIED.

F. New Business:

1. Manager Baer read letter from Lansing Council for Teenage Activities. Commissioner Herr, supported by Commissioner Swan, moved that Manager

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, June 13, 1967

The June 13, 1967 meeting was called to order by President Oliver at 1:35 P.M.

ROLL CALL

Present: Commissioners Blackall, Oliver, Owen, Patterson—4.

Absent: Commissioner Clapp—1.

The meeting was turned over to a Builder, after introduction to the Commissioners. He explained his proposal to build individual brick homes on property located in South-west Lansing. Following the presentation, questions by the Commissioners including the following:

Location of property, lot size, square feet of houses, bedroom sizes, number that could be built, location of schools, churches, shopping, type of financing, etc.

There was a detailed discussion period, after which the Builder was thanked for his presentation and excused from the meeting.

Minutes of the previous meeting was approved as printed.

COMMUNICATIONS

1. Letter from Chicago Regional Office approving Leasing Funds for quarter ending September 30, 1967.
2. Copy of letter to Mayor from Walter Neller Company, offering land for sale.

REPORT OF DIRECTOR

1. Progress report on MICH. 58-7. Meeting held in Chicago between Developer, Commission staff members and officials of H.U.D. office, regarding specifications. Certain revisions to be made by Developer and specifications to be checked by the Building Department to verify that they are in harmony with Codes and Specifications of the City of Lansing Unified Code. If in harmony, Director and President to take revised plans and letter from Building Department back to Chicago.

There was a discussion of the necessity and advisability of cemented or black-topped areas.

2. Report of MICH. 58-6. The preliminary steps that have been completed were reviewed by Assistant Director for Development Haraski, along with steps yet to be completed. Completion should be in approximately 27 months if no delays. Maps have been sent to Architect showing topography of land, layout of sewers etc. Letter to be sent to Architect authorizing him to go ahead on the Project plans.

Commission is working with Redevelopment Board concerning site acquisition. Site plans to be drawn in relation to Parking Ramp. Appraisal price of \$1.00 per square foot to be sent to Chicago. Meeting to be held with Architect within the week.

3. Report on MICH. 58-2 and 3. Public hearing on 58-2 to be held. Report on airport in relation to proposed project given.

Revised plans must be drawn on 58-3 before preliminary hearing.

4. Report given on N.A.H.R.O. Conference. Conference was very informative. Staff met and met officials from Chicago Regional Office and other Housing Officials.

Seminars attended included:

1. Leased Housing, Turnkey, Rehabilitation
2. New Design Concepts
3. Code Enforcement—Law
4. Eviction policies, Tenant selection and Relations.
5. It was suggested that slides on Low-Income Housing would be very effective and that Commission should be prepared to work with groups show slides, etc.
6. Meeting has been set to discuss scattered housing.

7. Director is working to tighten up tenant policies—sending letters to all tenants stating policy. One eviction in process.

REPORT OF PRESIDENT

1. Review of Highway Agreement given by President. Changes that were made were stated. House being used for Relocation Office will be available as long as deemed necessary.
2. Report of bills before House that are of interest to Commission.
3. Explanation of Sullivan Plan given to Commission. Non-Profit Organizations using local money at lower interest rates building individual houses under FHA 221H.
3. There was a discussion of further displacement in the City and of houses and lots available. As per a report from the Board Rental Corporation, there is a possibility of 200 houses that could be brought up to code, very few lots. Corporation having problems because of expense involved in bringing houses up to Building Code specifications.

Reported by Accountant-Assistant that leases with Board Rental Corporation are being renegotiated for the coming year. Commission suggests that Rental Corporation put their proposals in writing.

Letter is to be sent to W.I.T.L. asking for equal time to answer editorial.

NEW BUSINESS

The following Resolution was introduced:

RESOLUTION NO. 75

WHEREAS, the Michigan State Highway Commission has made a proposal No. 67-0372 concerning relocation advisory assistance and a proposal No. 67-0381 concerning property management of certain properties, and

WHEREAS, the City Council of the City of Lansing, Michigan, has approved these proposals in substance, and

WHEREAS, the City Attorney has approved these proposals as to form, and

WHEREAS, the Lansing Housing Commission is the only legal organ within the administrative structure of the City of Lansing that can properly administer these proposals,

THEREFORE, BE IT NOW RESOLVED, by the Lansing Housing Commission, that the President and Acting Director are hereby authorized to execute said proposals on

behalf of this Commission, retroactively to May 31, 1967.

It was moved by Commissioner Owen, supported by Commissioner Patterson that Resolution No. 75 be adopted. Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Blackall, Oliver, Owen, Patterson—4.

Nays: None.

The President declared the motion carried and the Resolution adopted.

Commissioner Blackall was excused from the meeting.

The following Resolutions were introduced:

RESOLUTION NO. 74

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached leases between the City of Lansing, acting by and through the Lansing Housing Commission and Noel V. Maxam for the properties located at:

1218 Lenore—3 bedroom house

4918 Delbrook—3 bedroom house

103 W. Greenlawn—3 bedroom house

is hereby approved and accepted both as to form and substance and the President or Vice President and Director of the Lansing Housing Commission are hereby authorized and directed to execute said Lease on behalf of the Lansing Housing Commission.

RESOLUTION NO. 76

WHEREAS, Commission approval is required for expenditures in excess of \$500.00 with the exception of rental payments, and

WHEREAS, Check No. 1055, payable to the City of Lansing Planning Department in the amount of \$783.27, for services rendered in the analysis and preparation of our programs, and Check No. 1057, payable to Donald V. Whipp, Jr., in the amount of \$2,000.00, for preparation of an appraisal and cost estimate of Mich. 58-7, both exceed the \$500.00 limitation,

THEREFORE, BE IT NOW RESOLVED, by the Lansing Housing Commission that the above mentioned expenditures are hereby authorized and approved.

RESOLUTION NO. 77

BE IT RESOLVED, that American Bank and Trust Company be, and it is hereby designated a depository of this Commission and that funds so deposited may be withdrawn upon a check, draft, note or order of the Commission.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said account be signed by any of the following: Marcel B. Elliott, Acting Director or Ronald G. Stonehouse, Accountant-Administrative Assistant, and countersigned by any of the following: Ann M. Oliver, President or Bruce E. Blackall, Vice President and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

BE IT FURTHER RESOLVED, that said American Bank and Trust Company is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such person signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so sign-

ing and/or countersigning said checks, drafts, notes or orders, or to the individual credit of any of the other officers or not.

This resolution to continue in force until notice to the contrary in writing is duly served on said Bank.

It was moved by Commissioner Patterson, supported by Commissioner Owen that Resolutions No. 74, No. 76 and No. 77 be adopted and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioner Oliver, Owen, Patterson—3.

Nays: None.

The President declared the motion carried and Resolutions No. 74, No. 76 and No. 77 adopted.

Meeting adjourned.

Respectfully submitted,

MARCEL B. ELLIOTT,
Acting Director.

OFFICIAL PROCEEDINGS OF THE BOARD OF APPEALS OF THE CITY OF LANSING

Proceedings June 8, 1967

Meeting called to order at 7:32 P.M. by Vice-Chairman Wendell McComb.

Present: Gaus, Houck, Jones, Kelley, McComb and Rendon—6.

Absent: Keep and Wendrow—2.

PETITIONER'S PRESENTATION

No. 1580

No one appeared in regard to the appeal to construct and enclose the front porch with combination storm windows, which will reduce the required front yard of 20 ft. to 15 ft., a reduction of 5 ft., upon the premises known as 1601 N. Genesee Drive. This is contrary to Section 36-44 (4) of the Zoning Ordinance in the following particu-

lars: Section 36-44 (4) requires a front yard of 20 ft. on each street side. No one appeared in opposition to this appeal.

Motion by Gaus, seconded by Jones, that the appeal be granted under Section 36-12 (6) of the Zoning Ordinance subject to the following conditions:

- (1) Adequate footings and all other building requirements as determined by the Building Inspector be complied with.
- (2) That the enclosure be used only as protection for the main structure and not converted into permanent living quarters.

The Board found, based on evidence submitted by the petitioner and after field inspection supplemented by the Staff, that such variation will not seriously affect any adjoining property or the general welfare.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, July 11, 1967

The meeting of the Housing Commission was called to order by President Oliver at 1:45 P.M.

ROLL CALL

Present: Commissioners Oliver, Owen, Patterson—3.

Commissioner Blackall entered at approximately 2:05 p.m.

Absent: Commissioner Clapp—1.

Minutes of the previous meeting were approved as printed.

COMMUNICATIONS

1. Letter from Community Services Council concerning development of a program using various organizations and agencies to aid families to help themselves, and in rehabilitation where needed.

REPORT OF DIRECTOR

1. Report on 58-7 given by Assistant Director for Development. A revised set of plans for Project 58-7 were taken to Chicago Regional Office for review and approval. Landscape plans to be redrawn. Letter from Commission has been sent to Chicago stating Commission's position concerning changes and revisions.

Per an agreement made at an earlier date between the City of Lansing and Chicago Regional Office, the City of Lansing Building Department will act as inspectors during construction.

There were discussions pertaining to updated appraisals, time and method of requisitioning funds and the turning over of constructed units in parcels.

2. Project 58-2—First and third parts of Development Program written. Developer has presented renderings and plat plans, elevations, room plans, etc. Rezoning hearing to be held July 11, 1967 at 7:30 p.m.

3. Project 58-3—Assistant Director for Development is working on the Development Program. Demonstration models will be shown at Public Hearing.

4. Project 58-5 — Negotiation between School Board and Developer still in process.

5. Elderly Hi-Rise—Architect drawing up plans.

6. A report of a meeting held by C.R.P. Housing Sub-committee was given. During the meeting ways and means of informing the public of the need for public housing was discussed. A few of the methods suggested were: Publication of a Fact Sheet, a Questionnaire to be printed in the State Journal, a tour, etc.

7. It was announced that the Director of Akron Ohio Housing Authority has asked to visit the Lansing Commission office.

UNFINISHED BUSINESS

The following resolution was introduced:

RESOLUTION NO. 79

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached leases between the City of Lansing, acting by and through the Lansing Housing Commission and the Lansing Board Rental Corporation for the properties located at the following addresses;

1138 N. Pennsylvania	1024 N. Larch
921 N. Pennsylvania	806 N. Jenison
1326 Roosevelt	1918 New York
508 Leshar Place	1336 Roosevelt
6327 Hilliard	803 W. Lenawee
1523 Downey	1220 W. Hillsdale
1011 Raider	624 Park Place
912 W. Lenawee	301 S. Francis

1340 Roosevelt	605 W. Lenawee
222 S. Sycamore	1026 N. Larch
1542 Roosevelt	1228 E. Main
906 Drury Lane	809 N. Larch

are hereby approved and accepted both as to form and substance and the President or Vice President and Director of the Lansing Housing Commission are hereby authorized and directed to execute said Leases on behalf of the Lansing Housing Commission.

A motion was made by Commissioner Patterson, supported by Commissioner Owen that the foregoing resolution be adopted. Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioner Oliver, Owen, Patterson—3.

Nays: None.

The President thereupon declared the motion carried and the resolution adopted.

NEW BUSINESS

Mr. Blackall entered the meeting.

The meeting was opened for election of Officers with the reading of a statement from Commissioner Clapp, as follows:

"In as much as I will not be present at the next meeting of the Housing Commission of the City of Lansing, held on July 11, 1967, I wish to express myself as being strongly in favor of the retention of the present officers of the Commission — namely, Mrs. Oliver as President, and Mr. Blackall as Vice-President.

I believe that Mrs. Oliver has done an outstanding job. She has shown individuality, creativeness and courage in the face of difficult situations.

I hope that she will consent to continue as President at least for another year."

A motion was made by Commissioner Patterson, supported by Commissioner Owen, that Mrs. Oliver be reelected as President and that Mr. Blackall be reelected as Vice President and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Blackall, Oliver, Owen, Patterson—4.

Nays: None.

The motion was carried and Commissioner Oliver and Commissioner Blackall were reelected as President and Vice President respectively.

Respectfully submitted,

MARCEL B. ELLIOTT,
Secretary.

security police have the dump under surveillance. The County Health Department has been notified and is checking the situation. It was moved by Mr. Ray, seconded by Mrs. Bock, that the complaint be closed.

Motion carried.

The next meeting will be held October 25, 1967, at 7:30 p.m., in Room G-30, City Hall.

It was moved by Mr. Ruth that the meeting be adjourned. So ordered. The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

AIR POLLUTION BOARD,

MARVIN TABLEMAN,
Chairman,

NORMA DONOVAN,
Secretary.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Special Meeting, July 27, 1967

A Special Meeting of the Housing Commission was called by President Oliver for the purpose of consideration and approval of a proposed resolution.

Notice of said meeting was delivered to the Commissioners as follows:

"There will be a Special Meeting of the Housing Commission at 8:30 a.m., July 27, 1967, 5th floor, City Hall, to consider approval of a resolution authorizing the execution of a Contract of Sale."

The meeting was called to order by President Oliver at 8:40 a.m.

ROLL CALL

Present: Commissioners Oliver, Owen, Patterson—3.

Absent: Commissioners Clapp, Blackall—2.

The following resolution was introduced:

RESOLUTION NO. 80

WHEREAS, the Lansing Housing Commission has entered into an Annual Contributions Contract with the United States Government for Project MICH. 58-7, and

WHEREAS, said Commission has entered into a letter of intent to purchase Project MICH. 58-7 from the Bert L. Smokler Company,

THEREFORE, BE IT RESOLVED that the President of said Commission is hereby authorized to execute a Contract of Sale for this Commission for the above mentioned project with the Bert L. Smokler Company.

Following discussion, it was moved by Commissioner Owen, supported by Commissioner Patterson that the above resolution be approved; and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Oliver, Owen, Patterson—3.

Nays: None.

The President thereupon declared the motion carried, and the resolution adopted.

The meeting was adjourned.

Respectfully submitted,

MARCEL B. ELLIOTT,
Secretary.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, August 8, 1967

The meeting of the Housing Commission was called to order by President Oliver at 1:40 p.m.

ROLL CALL

Present: Commissioners Oliver, Owen, Patterson—3.

Absent: Commissioners Clapp, Blackall—2.

Minutes of the regular meeting on July 25 and the special meeting on July 27 will stand approved as printed.

COMMUNICATIONS

The following letters were read:

A letter from the Regional Office.

A letter from the Akron Housing Authority.

A letter from Senator Griffin.

A letter from Congressman Chamberlain.

A letter from Senator Hart.

A letter from Mr. Connolly (reply to be drafted and mailed).

REPORT OF DIRECTOR

1. Reo Road—Clarification of details of plans with developer and Chicago to be initiated.
2. Jolly-Cedar—Discussion of possible alternative actions to get this project under way pending outcome of court case.
3. Turner Street—Development programs to be finished in time for visit by Federal officials during the week of August 14.

4. Ionia-Seymour—Staff to work with Urban Renewal director to prepare for presentation to Urban Renewal Board.

5. Waverly-Grand River—There has been some consideration with the Planning Department that they are not satisfied with site planning. The details are to be discussed.

REPORT OF PRESIDENT

Mrs. Oliver contacted Clarence Rosa, Chairman of the Urban Renewal Board. That Board is anxious to receive the Ionia-Seymour proposal. Mrs. Oliver announced that a meeting was to be held with the Planning Board to discuss mutual problems.

The President read a letter that she had written to Glen Allen expressing the Commission's interest in land owned by the State at East Saginaw and Marshall Streets as a possible site. Discussion followed.

UNFINISHED BUSINESS

The possibility was discussed of having elimination of demolitions in the city without first being cleared with some authority that the people living there are going to be taken care of.

NEW BUSINESS

Mr. Owen brought up the possibility of consulting a public relations firm if it becomes necessary. Discussion followed.

Meeting adjourned.

Respectfully submitted,

MARCEL B. ELLIOTT,
Secretary.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings July 25, 1967

The July 25th meeting of the Housing Commission was called to order by President Oliver at 1:40 p.m.

ROLL CALL

Present: Commissioners Oliver, Owen, Patterson—3.

Absent: Commissioners Blackall, Clapp—2.

A developer was introduced to the Commission by President Oliver, who presented his proposal to build individual houses on scattered lots if sufficient lots could be obtained. If sufficient lots are found, he would like the Commission's approval to build from 50 to 100 units. Prices per unit (not including ranges and refrigerators) were quoted for both 50 and 100 units.

A discussion period followed which covered the following:

- Price per unit for each bedroom size, room sizes, square footage per unit.
- Availability of sufficient lots.
- Type of construction and materials used.
- Approval of plans and specifications by Chicago Regional Office.

The Commission encouraged the developer to keep them advised of his progress in finding sufficient lots and to go ahead with his plans with all possible speed.

The developer was excused from the meeting.

The minutes of the previous meeting were approved as printed.

Report of Director

1. 58-7—One up-dated appraisal has been received. The other is due any time.

The Contract of Sale between the developer and the Commission has been taken to Chicago. When plans, specifications and Contract are approved the first one-third of the project will be available within ten months, the second one-third within twelve months, and the balance within fourteen months.

2. A report from Don Brown, Property Manager, was read by the Director. It contained a review of Capitol Complex, Leased Housing, and Highway Housing.
3. 58-2—Program is written. Change in road suggested by Planning Department.
4. 58-3—Program written.
5. 58-6—Waiting for drawings from the Architect.
6. 58-5—Program written except for number of bedrooms in each building.

There was a general discussion of the problems and possible problems which may affect the Commission's program.

The Planning Director discussed with the Commission the possibility of the City's help in bringing in sewers, roads, etc. It was suggested that the Commission should investigate the possibility.

The C.R.P. and C.R.P. Housing Sub-Committee are in the process of making a report of all types of houses and have discussed various means of presenting the housing situation before the general public such as a TV documentary, films, general education, speaker's bureau, etc.

Meeting adjourned.

Respectfully submitted,

MARCEL B. ELLIOTT,
Secretary.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Special Meeting, August 15, 1967

A Special Meeting of the Housing Commission was called by President Oliver for the purpose of consideration and approval of three proposed resolutions.

The meeting was called to order by President Oliver at 9:00 a.m.

ROLL CALL

Present: Commissioners Oliver, Owen, Patterson—3.

Absent: Commissioners Blackall, Clapp—2.

The following resolutions were introduced:

RESOLUTION NO. 81

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The Development Program for Project No. 58-2 in substantially the form of PHA 1954 hereto attached, is hereby approved and accepted both as to form and substance and the Director of the Lansing Housing Commission is authorized to execute said Program on behalf of the Lansing Housing Commission.

RESOLUTION NO. 82

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The Development Program for Project No. 58-3 in substantially the form of PHA

1954 hereto attached, is hereby approved and accepted both as to form and substance and the Director of the Lansing Housing Commission is authorized to execute said Program on behalf of the Lansing Housing Commission.

RESOLUTION NO. 83

WHEREAS, it is required by the Urban Redevelopment Department of the City of Lansing, that a representative of this Commission be named as a negotiator to handle all matters with that Department,

THEREFORE, BE IT NOW RESOLVED that Marcel B. Elliott is hereby named as said negotiator for this Commission.

Following discussion, it was moved by Commissioner Owen and supported by Commissioner Patterson that the above resolution be approved; and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Oliver, Owen, Patterson—3.

Nays: None.

The President thereupon declared the motion carried, and the resolutions adopted.

The meeting was adjourned.

Respectfully submitted,

MARCEL B. ELLIOTT,
Secretary.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, September 19, 1967

The September 19th meeting of the Housing Commission was called to order by President Oliver at 1:35 P.M.

Minutes of the two previous meetings were read and discussed. It was suggested that the site locations (names) as well as the numbers be used in the minutes in the future. The minutes were approved as printed.

CORRESPONDENCE

1. Letter from the Lansing School District
2. Letter from the Chamber of Commerce.

Mr. Cimermancic, Vice President of the Urban American Development Company of Flint, Michigan, was invited to present his proposal to the Commission.

Mr. Cimermancic proposes to build 70 three bedroom—one story dwellings and 30 four bedroom—two story dwellings copied after a program already started in Flint where 63 houses are being built. The proposed buildings would be one family dwellings with basements, in established residential neighborhoods with the three bedroom units containing about 950 square feet and the four bedroom units about 1,250 square feet.

The developer stated that the cost of materials and construction of identical houses in Flint are about 8 per cent less than the costs in Lansing, so consequently the cost per unit will be higher than quoted previously as Flint's costs. The dwellings will feature brick siding for the ranch-type units and brick and aluminum for the two story units.

Discussion followed on room sizes and layouts, lot locations, sizes, and the availability of enough lots for the program. It was revealed by the developer that they have entered into contracts for purchase of about 100 lots throughout the City.

The Developer stated that the houses could be turned over as they are completed in lots of 10 to 20 and could be constructed within 12 months. He also expressed an interest in submitting plans for elderly housing.

The Commissioners expressed a desire to inspect the lots and a date will be set to do so.

The Developer was thanked for his presentation and allowed to leave the meeting. The meeting continued.

REPORT OF DIRECTORS

1. 58-2 and 3—Waverly-Grand River and Turner Street: Assistant Director for Development reported on a trip to Chicago for a preliminary meeting between the Developer, the Regional Officials and himself. Part 4 of the Program to be redone.
2. 58-6, Elderly High-Rise — Urban Renewal site:

Ass't. Director for Development gave a report of a meeting with the Commission's Architect and the Consultant Architect for the Redevelopment Department. There has been much discussion on the site placement and facial structure of the building. A suggestion was made that the two architects should meet again to work out the problems.

The Acting Director stated that a meeting between the Redevelopment Board, the Housing Commission and the two architects has been set for 10:00 a.m. September 26, 1967 to discuss the problems involved.

3. Project 58-5, Jolly Cedar:

Developer attempting to find another formula or method to build units.

Letter from City Attorney to Planning Department read to Commissioners was followed by discussion of various methods to obtain housing for low-families.

4. Reo Road—58-7:

Meeting between Developer, members of Building Department and Housing staff was held. Various changes were suggested and discussed.

Work is progressing, land has been stripped, basements are being dug and footings are being poured. Storm and sanitary sewers are in.

UNFINISHED BUSINESS-

The Commission members were asked to express an opinion about the proposal presented by Mr. Cimermanic of the Urban American Development Company. Discussion followed again concerning location of sites, size of sites, schools, stores etc.

A motion was made by Commissioner Clapp, supported by Commissioner Owen that the consensus of the Commission was that they favored this project and hoped that it could be done in such a way that it could be approved. They again expressed a desire to look further into the location of the lots.

Upon roll call, the ayes and nays were as follows:

Ayes: Commissioners Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President thereupon declared the motion carried.

NEW BUSINESS

The following resolution was introduced:

RESOLUTION NO. 84

WHEREAS, it is essential to the conduct of its low-rent housing program that this Commission be represented at the biennial national conference of the National Association of Housing and Redevelopment Officials,

THEREFORE, BE IT RESOLVED BY THE LANSING HOUSING COMMISSION that the Director is hereby authorized to attend the above conference in Portland, Oregon, on October 8 to October 11, 1967.

It was suggested, after discussion, that the Resolution be rewritten to include "and one Commission member."

A motion was made by Commissioner Patterson, supported by Commissioner Clapp that the above Resolution, with the correction "and one Commission member" added be approved.

Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President declared the motion carried and the Resolution, as corrected, adopted.

The following resolution was introduced:

RESOLUTION NO. 85

WHEREAS, two bank accounts are necessary to comply with these commitments,

BE IT RESOLVED, that AMERICAN BANK AND TRUST COMPANY be, and it is hereby, designated a depository of this Corporation and that funds so deposited may be withdrawn upon a check, draft, note or order of the Corporation.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said account be signed by any of the following:

Marcel B. Elliott, Acting Director or Ronald G. Stonehouse, Accountant-Administrative Assistant, and countersigned by any of the following: Ann M. Oliver, President or Bruce E. Blackall, Vice-President and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

BE IT FURTHER RESOLVED, that said AMERICAN BANK AND TRUST COMPANY is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such person signing and/or countersigning said checks, drafts, notes, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes or orders, or to the individual credit of any of the other officers or not. This resolution to continue in force until notice to the contrary in writing is duly served on said Bank.

It was moved by Commissioner Clapp, supported by Commissioner Owen that the resolution be adopted with the following addition at the beginning of the resolution.

"WHEREAS the Commission has entered into certain contracts with the Michigan Department of State Highways for the handling of funds, and it is essential that separate accounts be set up,"

Upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President thereupon declared the motion carried and said resolution adopted.

The following was presented for approval:

RESOLUTION NO. 86

BE IT RESOLVED, that the entire membership of the Housing Commission become members of the National Association of Housing and Redevelopment Officials (NAHRO) with membership fees to be paid from Commission funds.

A motion was made by Commissioner Owen, supported by Commissioner Patterson that the above resolution be adopted and upon roll call, the Ayes and Nays were as follows:

Ayes: Commissioners Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President thereupon declared the motion carried and the resolution adopted.

A suggested Tenant Selection and Assignment Policy was passed out to the Commission for study and discussion.

Meeting adjourned.

Respectfully submitted,

MARCEL B. ELLIOTT,
Acting Director.

OFFICIAL PROCEEDINGS OF THE URBAN REDEVELOPMENT BOARD OF THE CITY OF LANSING

Proceedings, September 28, 1967

The meeting was called to order by Chairman Rosa at 7:30 p.m.

ROLL CALL

Present: Mrs. Hager, Messrs. Rosa, Eschbach, Griffin, Hilley, Reynolds, and Russell—7.

Absent: Mr. Ramey—1.

Guest in Attendance: Max Murningham, Mayor; Councilman Adado; Bruce King, Assistant City Attorney; Patrick Callihan and Francis Fine, Lansing Area Redevelopment Corp.; Curt Hanes, Lansing State Journal; Marcel Elliott, Housing Director; Merle Peacock and Arthur Richardson of the Redevelopment Department; Housing Commission — Ann M. Oliver, Nolan Owen, Rev. Charles Patterson, Wilfred Clapp; Dan Toshach, Architect for Housing Commission; Al Boyd.

It was moved and supported that the minutes of August 24, September 1, and September 22, 1967 be approved. The motion carried unanimously.

Mr. Russell reported for the Real Estate Appraiser Committee, Messrs. Griffin, Hil-

ley, Reynolds, and Russell that they met with Gallas, Peterson, Novakoski, and Streukens to discuss the current bids, determine cost, and submit it in writing.

Mr. Zimmerman reported that he had met with Bruce King to discuss current appraiser value of the Tussing Building. The motion was made by Mr. Griffin and supported by Mr. Russell that the Board accept the four appraisers, Walsh, Novakoski, Streukens, and Gallas; then proceed to have the contract made out so that Mr. Zimmerman can obtain Federal approval, as the time element is important. The motion was carried unanimously.

Mr. Zimmerman previously stated that he is prepared to receive proposals from the Real Estate Appraisers for Project No. 2 and suggested a committee meeting next Friday, October 6, 1967 at 12:00 noon. The committee agreed that this date is convenient as well as the time for the meeting.

A revised plan on the 100-unit public housing for the elderly on the 200 Block of W. Ionia Street was presented by Mr. Dan Toshach. Mr. Elliott expressed his appreciation to the Board for their concern with his problems and the concern for the people involved in the High-rise Project. The Housing Commission reported on their concern for economy, equality

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, December 12, 1967

The December 12, 1967 meeting of the Housing Commission was called to order by President Oliver at 1:40 P.M.

ROLL CALL

Present: Commissioners Clapp, Oliver, Owen, Patterson—4.

Absent: Commissioner Blackall—1.

The minutes of the previous meeting were approved as printed.

COMMUNICATIONS

1. Card from Housing and Urban Development Department accepting the Proposal for Appraisals.

REPORT OF DIRECTORS

1. Representatives from the Chicago Regional Office and Staff members looked at existing properties for Rehab. purposes and at several proposed sites. Discussion concerning same, held.
2. Using the bi-weekly report to the Commission Members as a guide, the Director discussed his visits to the various Housing Authorities describing some of their practices and policies regulating the management of their housing units. There was a detailed discussion concerning these various policies and regulations—particularly those dealing with Welfare and A.D.C. families. The Commission also discussed the difficulties encountered in Leased Housing and what has been learned from these experiences.
3. Discussion of Commissions part in the Workable Program.
4. Report of Relocation Assistant's work with the Staff in updating the application file.
5. Report of notification from Chicago that the Income Limits for Reo Road will be the same as for Leased Housing. Rents will depend on Budget submitted.

6. The Building and Property Commission of Council will work with both the Commission and Parks Department concerning the Armory Property.

7. MICH. 58-2 (Waverly-Grand River) — Developer will contact Commission concerning future plans.

MICH. 58-3 (Turner Street)—Appraisals have been returned from one appraiser, the other one expected soon. Cost estimate forms are being prepared. Architect is preparing final drawings.

MICH. 58-5 (Jolly Cedar)—Still in litigation.

MICH. 58-6 (Elderly High Rise)—Awaiting Urban Renewal Chicago Office's decision on land price. Architect proceeding with work.

MICH. 58-7 (Reo Road)—Construction work continuing. Brick work started. Attempting to obtain temporary lines from Board of Water and Light.

MICH. 58-8 (Scattered Sites)—Design Development Conference was held in Chicago. Minor changes suggested. Waiting for complete lot list for approval and cost estimate.

8. Accountant's Report: Rent Collection Procedure working successfully. Report of trip to Chicago to learn the other end of accounting business.

President's Report

None.

Committee Reports

None.

Unfinished Business

Discussion of Armory land. Commission will try to get information to Representative Brown on time.

New Business

The following resolution was introduced and discussed:

RESOLUTION NO. 93

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION AS FOLLOWS:

The attached leases between the City of Lansing, acting by and through the Lansing Housing Commission and:

Mr. Stanley Koks for the properties located at 108 S. Logan and 110 S. Logan, two four bedroom units for five years;

Mr. Harold Walter for the property located at 821 Seymour—a four bedroom unit for two years;

and Mr. Robert A. Rogers for the property located at 1612 Neller Court—3 bedroom unit for three years,

are hereby approved and accepted both as to form and substance and the President or Vice President and Director of the Lansing Housing Commission are hereby authorized and directed to execute said Leases on behalf of the Lansing Housing Commission.

It was moved by Commissioner Owen, supported by Commissioner Patterson, that Resolution No. 93 be adopted. Upon roll call, the ayes and nays were as follows:

Ayes: Commissioners Clapp, Oliver, Owen, Patterson—4.

Nays: None.

The President thereupon declared the motion carried and the Resolution adopted.

The meeting was adjourned at 2:55 P.M.

Respectfully submitted,

MARCEL B. ELLIOTT,
Director.

OFFICIAL PROCEEDINGS OF THE HOUSING COMMISSION OF THE CITY OF LANSING

Proceedings, January 9, 1968

The January 9th meeting of the Housing Commission was called to order by President Oliver at 1:30 P.M.

ROLL CALL

Present: Commissioners Blackall, Clapp, Oliver, Owen, Patterson—5.

Absent: None.

The minutes of the previous meeting were approved as printed.

Communications

1. Letter from Regional Office.

Director's Report

1. Discussion of progress concerning Armory Site. Meeting between the Parks Department and the Housing Commission to be worked out with Councilwoman Belen.

2. There was a discussion of a proposed Rehab. Chicago Office has some reservations. Price has been set on cost per unit.
3. New Tenant Handbook was considered. This booklet will be for leased, scattered or project housing. Special booklets will be written for special items such as care of floors, walls, disposal etc. Several suggestions for additions and changes were made. Revised copies will be mailed to each Commissioner for their study and comments.
4. A lease that has been used by other Housing Authorities and has been generally accepted by the Chicago Regional Office's Attorney and the Lansing City Attorney, was presented to the Commissioners for their comment and approval. The Commissioners stated that they will abide by the opinion of the two attorneys.
5. A suggested addendum to the Admission Policy was presented. After discussion, it was decided that a written